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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: December 9, 1999

SUBJECT: SAFETY MEETING IDEAS -- DECEMBER 1999

Suggested items to discuss during your next meeting are:

1. **Safety Tips for the Holiday Season**

- (1) If you bring a live Christmas tree into the office, make sure that it is regularly watered to prevent dryness and possible fire hazards
- (2) Be sure to unplug any decorative lighting before you leave the office.
- (3) Do not leave packages visible in your vehicle
- (4) Other holiday safety information is listed on the attachment.

2. **Winter and Holiday Driving Tips**

The holiday season brings lots of traveling. The Department of Transportation has a web site [www.dot.ca.gov/onroad.htm] that provides information on current highway incidents, mileage information and weather information. It also has winter operations information if you are planning on traveling into the mountains. You may save some time if you visit this web site before you leave home.

3. **Emergency Medical Information**

Managers and Supervisors are encouraged to keep information on each of their employees in case of an emergency. The information should include: their home address, home telephone number, allergies to medication, their physician, and who to notify in case of emergency. The reason for having this information is that in case of a medical emergency and the employee is not conscious to respond or if the person needs to be notified after hours. This information is to be confidential and can be kept in a planner or briefcase. It should be taken with you during an evacuation.








Document your meeting by using the Form HS-1 "Safety Meeting Report" which I've attached for your convenience. The record should be kept in your files for one year. If you have any questions about the suggested ideas for your meeting or anything else related to safety, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.

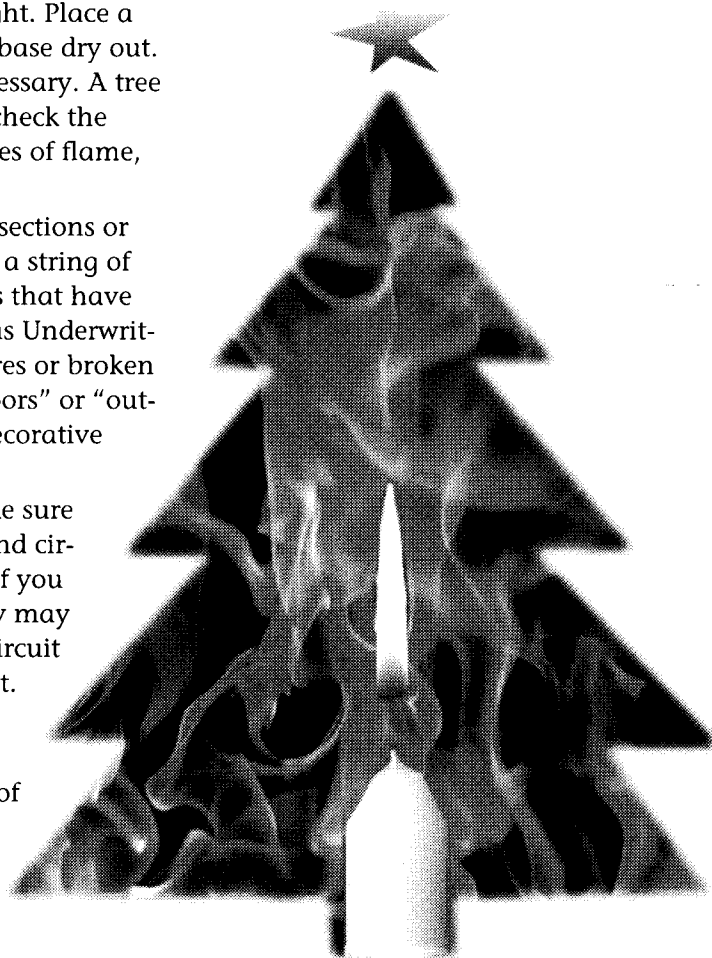
Cc: Administrative Liaisons

Fire is such an integral component of many holiday celebrations that people tend to overlook its hazards. From Halloween to Hanukkah, from Christmas to Chinese New Year, fire or fireworks are often seen as at least symbolic necessities for many celebrations. What's more, holidays often mean a greater use of electricity and electrical wiring, whether for kitchen appliances or holiday lights. This can bring its own fire risks as well. Here are some guidelines to help you reduce such risks and enjoy a fire-safe holiday.

Holiday Safety

Fire

-  Open flames from candles in a Halloween jack-o-lantern can catch on the flowing sleeves of a curious child's costume or wig. Supervise children carefully around open flames and use a low-watt light bulb instead of a candle inside a Halloween pumpkin.
-  Advent candles, a cinder from a fireplace or a spark from a frayed electrical wire can set a tinder-dry Christmas tree alight. Place a cut tree in a stand that holds water and don't let the base dry out. Otherwise, a seal will form and a new cut will be necessary. A tree may drink a gallon of water in the first 24 hours, so check the water level often. Don't place the tree near any sources of flame, such as a wall heater or fireplace.
-  Check old holiday lights each year for cracks, frayed sections or broken wires before putting them up. If you can't get a string of lights safely repaired, replace it. Buy decorative lights that have been tested by an independent testing agency, such as Underwriters Laboratories (UL). Besides checking for broken wires or broken sockets (even on new lights) use lights rated for "indoors" or "outdoors" only in their appropriate areas. Turn off all decorative lights before you go out or go to bed.
-  Don't run cords under rugs or furniture legs and make sure you don't exceed the power capacity of each outlet and circuit in your home. Try to avoid extension cords, but if you have to use them, observe any power limitations they may have. Using a cord with too narrow a gauge for the circuit can cause it to get dangerously hot or short the circuit.
-  Make sure candles can't be easily knocked over. Anchor them securely in solid holders or candlesticks placed away from foot traffic and out of reach of children. This also goes for matches and lighters.
-  Have your fireplace and chimney checked and cleaned at least once a year. Make sure the flue is open before lighting a fire and always place a metal screen or glass doors across the fireplace opening. Never leave the house or go to bed unless the fire is completely out and there are no glowing embers. Some gift containers, wrapping papers and ribbons are made of plastic or other synthetics that can cause toxic fumes if burned. Don't throw such things in the fireplace, but don't let rubbish pile up more than a week either.
-  Keep a multipurpose (ABC-type) fire extinguisher handy and know how to use it. Remember to "PASS" the fire extinguisher:
Pull the safety pin.
Aim at the base of the flame.
Squeeze the handle.
Sweep back and forth.



*Your best defense
against fires?
Smoke detectors
with working
batteries.*